



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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IN REPLY
REFER TO J-16

JAN 10 2005

MEMORANDUM FOR DLA CORPORATE BOARD
COMMANDERS, DLA FIELD ACTIVITIES

SUBJECT: HQ DLA Curtailed Operations

Recognition of the dedicated work of our military and civilian employees promotes cohesion and builds morale. By identifying days of curtailed operations, we will provide training holidays for our military personnel and the opportunity for liberal annual leave for our civilian workforce. These days of curtailed operations will be in conjunction with the following Federal holidays:

May 27, 2005	Memorial Day
July 1, 2005	Independence Day
November 14, 2005	Veterans Day
November 25, 2005	Thanksgiving Day
December 23, 2005	Christmas Day
December 30, 2005	New Year's Day

On these days of curtailed operations, the Agency will operate at a minimum staffing level (equivalent to holiday/weekend staffing). Within mission constraints, military members and civilian employees will be allowed the opportunity to enjoy an extended holiday. All offices will be staffed sufficiently to support scheduled missions or to respond to tasks of an immediate nature rather than to conduct routine operations. Ongoing operations in support of worldwide contingency operations may require some modification to minimum manning levels. Military and civilian personnel working on a legal holiday will be appropriately compensated.

DLA Field Activity commanders are encouraged to implement similar policies.

KEITH W. LIPPERT
Vice Admiral, SC, USN
Director

